



Job Announcement Grants Management Specialist II

The California Institute for Regenerative Medicine (CIRM) is the state agency established under the California Stem Cell Research and Cures Act which provides \$3B in funding for stem cell research at California universities and research institutions. CIRM's role is to administer grants and loans for stem cell research, research facilities and other important stem cell opportunities.

The Grants Management Specialist (GMS) II will report to the Grants Management Officer at the CIRM and will be responsible for implementing the grants management functions of the institute to ensure accurate reporting of financial and programmatic activities funded by the institute through awards such as grants and loans. The fundamental role of the grants management staff is to complement the scientific and technical knowledge of scientific officers with expertise in the business and other non-programmatic areas of grants administration. Grants management staff helps ensure that required laws, regulations and established policies are fulfilled, serves as the central point for receipt and processing of all grant applications and related documents and maintains all official files and documentation on grants and applications submitted to CIRM. In particular, grants management staff ensures that grants are awarded, administered and terminated in accordance with established policies and procedures.

Qualifications:

- A Bachelors degree in Business Administration, Accounting or a related field.
- Experience working in an office of research administration or similar research-related administrative program.
- Some knowledge of grants management policies, practices and information technology applications to track and manage grants, financial forecasting and reporting.
- Experience in implementing policies and procedures.
- Ability to monitor and apply regulations related to research grants and other awards
- Ability to manage multiple, complex projects in varying stages of development under time pressure.
- Good organizational skills and the ability to plan and act independently on projects with minimal supervision, creating and meeting deadlines.
- Excellent written, oral and interpersonal communication skills.
- Comprehensive analytical, strategic thinking and problem solving skills.
- Competency with Microsoft Office.
- Ability to work positively and effectively with persons possessing high degrees of scientific, medical and technical knowledge within large complex groups.
- Ability to work in a fast-paced environment.
- Ability to work independently and with initiative.

Desirable Qualifications



- Knowledge of accounting principles and practices.
- Knowledge of information technology for grants management systems.
- Administrative experience with an organization involved in awarding grants.
- Experience in the use of recordkeeping systems and procedures necessary for tracking each application and grant.
- Familiarity with NIH policies, OMB circulars and California State regulations.

Salary Range

The annual salary range is \$60,000-\$90,000 with a very competitive benefits package offered through the State of California. Salary will be commensurate with the candidate's skills, knowledge and experience.

The position is open until filled.

HOW TO APPLY: Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs/> to:

jobs@cirm.ca.gov or CIRM Search, 210 King Street San Francisco, CA 94107.

CIRM is an Equal Opportunity Employer and particularly welcomes applications from under-represented minorities and women.